



Onosys Menu Build Guide

Document Overview

This document provides basic instructions for building a menu on an Onosys admin site. It assumes a working knowledge of restaurant inheritance structure (how Root, Generics, and Restaurants are connected).

Before You Get Started...

Where to build new menu items: any time a new menu element is being created for a client's site, the element should be created at Root. All properties (including title, description, and images) should be added at Root **except for price**.

Where to price new menu items: instead of at Root, pricing should be applied at the **Generic** level.

Suggested build style: build your menu from the bottom up—start by creating option items, then options, then option groups, then products, then categories. This way, you'll have all the building blocks already created and available for you (e.g. the Small, Medium, and Large option items will already be available to link to the Size option) as you move onto creating a different type of menu elements.

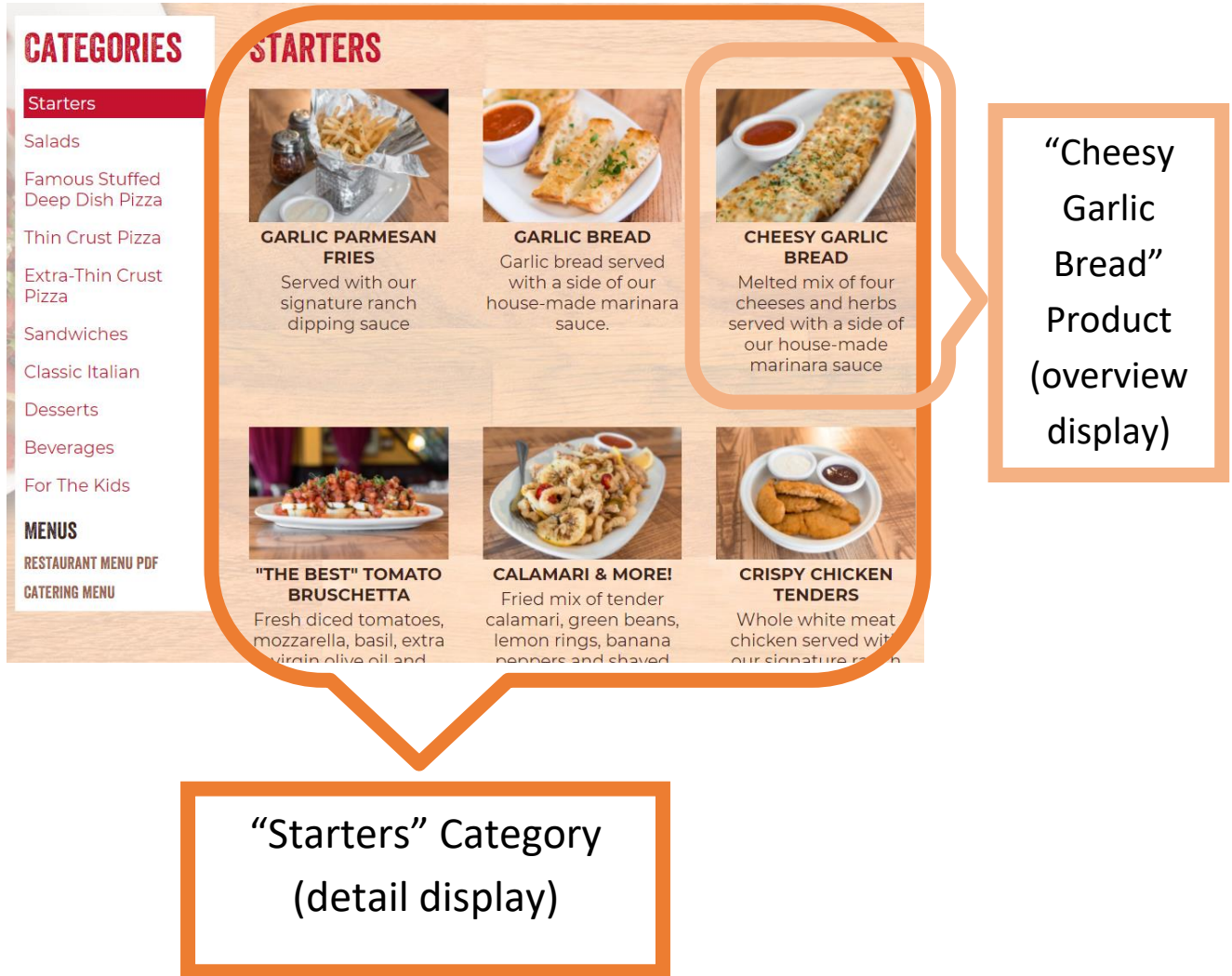
How to create new menu items:

- Log into the Onosys admin
- Click the [+] icon to expand Restaurants in the left navigation
- Click the [+] icon to expand Root in the left navigation
- Click the [+] icon to expand Menu in the left navigation
- Right-click on the menu element that you'd like to create (e.g. Products, Option Items), then select the "Create New" choice from the list of choices that displays
- A new menu element will open for you to customize and save

How to publish your menu changes: In order to view changes to any of the menu elements covered in this document, a two-step publish will be required.

1. When you're logged into the Onosys admin, click Menu Publisher in the upper left corner; on the tab that opens, click "Publish live data to Preview" to begin the publishing process for all stores' menus.
 - a. An alternative to step 1: to include only a specific restaurant or generic in your publish, click the [+] icon to expand Restaurants in the left navigation, then right-click and "Publish Restaurant" on your selected location.
2. After the publish to preview is completed (you'll be able to watch its progress on the Menu Publisher tab), click the "Make current previews Public" button to complete the publishing process. Once this step is complete, all data that was included in your publish to preview will display on the ordering site.

Menu Elements Diagrams



TOASTED ITALIANO - \$8.50

Salami, pepperoni, smoked ham, provolone, lettuce, tomato, onions and our red wine vinaigrette served hot on toasted garlic ciabatta bread

CUSTOMIZE

- ✓ Salami
- ✓ Pepperoni
- ✓ Smoked Ham
- ✓ Tomatoes
- ✓ Lettuce
- ✓ Onions
- ✓ Red Wine Vinaigrette
- ✓ Provolone Cheese

CHOOSE A SIDE

Garlic Parmesan Fries

Options

Option Items

“Toasted Italiano” Product (detail display)



Products

Products are the menu items that a customer sees when they view a category at a restaurant. They are listed as the main items in the cart and on customer invoices.

Product Info tab (commonly-used basic product settings):

Name	Sandwiches - Mama's Meatball Sub
Tags String	
▶ Localized Text	
<input checked="" type="checkbox"/> Active	
<input type="checkbox"/> Out Of Stock	
<input type="checkbox"/> Upsell	
Template Selection	Default ▼

- Name: the menu element's name in the Onosys admin; for products, this is typically structured as '[Name of category that the product is in] – [Product name]'. This is not the name that customers will see on the ordering site.
- Localized Text: area where settings such as descriptions and images can be added; details below.
- Active: whether or not a menu element displays to customers on the menu.

▼ Localized Text

Properties

Description

▶ Property Values

Disclaimer

▶ Property Values

Calories

▶ Property Values

TransmissionTitle

▶ Property Values

Image

▶ Property Values

Title

▶ Property Values

Servings

▶ Property Values

Localized text fields for products (fields appear in different orders on different menu elements):

- NOTE: no localized text is technically required for a menu element.
- Title: the customer-facing name of the product.
- Description: the product description that displays on its category and/or detailed view on the ordering site.
- Image: the product image that displays on its category and/or detailed view on the ordering site.
- Transmission Title: the name of the menu element that displays in Onosys' records of orders transmitted to the POS.
- Calories, Servings, Disclaimer: open text fields where nutrition details can be applied. Any text entered here will display in line with the product's title by default; development/design effort is required to customize these fields' displays.

Description

▾ **Property Values**

Values

Value	All-beef meatballs with our house-made marinara sauce and melted provolone on a toasted garlic Italian roll
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Context

- Default
- Mobile Web
- Mobile App
- i OS App
- Android App
- Call Center

Language

- EN
- FR
- ES

Scope

- Overview
- Detail

Additional localized text details

- **Context:** defines the sites/devices on which a piece of localized text will display.
 - **Default:** displays on desktop views of the ordering site.
 - **Mobile Web:** displays on the ordering site when viewed in a mobile device’s browser.
 - **Mobile App, iOS App, Android App:** displays on the ordering site in iOS and/or Android apps that are available via App Store or Google Play (for clients where native apps are developed).
 - **Call Center:** displays on the call center site (for clients where Call Center is used).
- **Language:** for clients where multi-lingual versions of the ordering site have been developed, defines the version (language) of the site on which a piece of localized text will display.
- **Scope:** for categories and products, defines the view in which a piece of localized text will display.
 - **Overview:** the version of the product displayed when a customer is viewing a menu category (where all of a category’s active products display).
 - **Detail:** the version of the product displayed after a customer has selected a product and is now customizing it (where the product’s options and option items also display).



Properties

Discountable	Allow Comments	Allow Recipient Name	Show Customize	Show Quick Add	Show Quantity
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Lead Time	<input type="text" value="15"/>				
Default Price	<input type="text" value="0.00"/>				
Category Price Display	<input type="text" value="Hidden"/>				
Upsell Tag	<input type="text"/>				
Food Type	<input type="text"/>				
Tax Bucket	<input type="text" value="Food"/>				
Topping Set	<input type="text" value="None"/>				

- **Discountable:** if a valid Onosys discount (a discount created in the Onosys system for this client) is applied to the order, is this product's price allowed to be discounted?
- **Allow Comments:** should a customer be allowed to enter comments (e.g. "dressing on the side") on this product's detail page?
- **Allow Recipient Name:** should a customer be allowed to assign a specific recipient's name (e.g. as part of a group order, independent of the Comments field) to a product?
- **Show Customize/Show Quick Add:** one of these must be set to Yes in order for a product to be orderable.
 - **Show Customize:** when a customer selects a product from a category, take the customer to a product detail page where the item can be customized (e.g. select a size or flavor, add comments, select a quantity)
 - **Show Quick Add:** when a customer selects a product from a category, add the product to the cart because no additional customization is needed
- **Show Quantity:** should a customer be able to add more than one of a product to their cart at once?
- **Lead Time:** the product-specific prep time that is required by the restaurant to prepare the product; for some clients, the sum of this time and the restaurant's lead time is displayed as the customer's quote time.
- **Default Price:** the price assigned to the product.
 - Depending on how the product is built, it's common to see products priced at \$0 in the admin. Pricing will be added at either the product level or at the option item level.
- **Category Price Display:** determines the format in which a product's price will display on the customer-facing site.
 - **Note:** this format is always set on the product, even if an item's pricing is on its option items instead of at the product level.
- **Tax Bucket:** determines which of a restaurant's tax calculations should be applied to the product.
- **Topping Set:** where applicable, determines which collection of toppings should be displayed on a product.



- Availability: the times and/or days at which a product can be ordered (e.g. lunchtime specials should only be available to order between 11am-3pm, Monday-Friday). If no timeframe is applied, then the product will be available to order at any valid fulfillment time.
- Product Details (optional): where the number of people that a product feeds can be defined. This does not display to customers but can be used in the creation of order conditions.
- Option Groups: where an option group can be added to a product so that certain options/option items display to customers.
 - Most products have one or more option groups linked to them, but some simple products (e.g. desserts or beverages where no customizations are necessary) do not.
- Side Dish Groups: where a side dish group can be added to a product so that certain other products are made easily available as upsells (e.g. dipping sauces on pizzas).
- Topping Info (only displays after a topping set has been saved on the product's Product Info tab): settings that control the product's topping prices, number of toppings permitted on the product, number of free toppings permitted, and number of free topping substitutions permitted.
 - Note: Price Per Tier fields are generally set at the option item level, as prices differ based on the size of the pizza.
- Preselected Topping (only displays after a topping set has been saved on the product's Product Info tab): area where default toppings (e.g. ham and pineapple on a Hawaiian pizza) are set.



Option Groups

An option group is the collection of questions (options) that a customer needs to answer before they can add a product to their cart. The majority of products have an option group; option groups can be shared across products if the exact same set of questions and answers should be addressed.

- Option groups only need a Name, to be set as Active, and to have active options added via their Options section in order to be used on the menu.
- No localized text is required; option groups are not typically meant to be seen on the customer-facing site.
- Options: where an option can be added to an option group so that certain option items display to customers.

Options

An option is a question that a customer needs to answer (e.g. What size? What flavor?) before they can add a selected product to their cart.

- Name: the menu element's name in the Onosys admin; for options, this is typically structured as '[Name of product that the option is associated with] – [Option name].' This is not the name that customers will see on the ordering site.
- Localized Text: for options, only Title is typically used; if desired, Description can be added to an option.
- Active: whether or not a menu element displays to customers on the menu.
- Template Selection: the type of list from which a customer will choose their desired option item(s).
 - Radio: select one option item with a radio button; all available option items will be displayed on the ordering site.
 - Dropdown: select one option item from a dropdown menu.
 - Checkbox: select and deselect option items with checkboxes; all available option items will be displayed on the ordering site.
 - Freetext: open text field.
 - None: Template Selection should only be set to "None" if the Quantity Editor Field is set to "Text Box."
- Quantity Editor Style: should always be set to "None" *unless* the Template Selection field is set to "None."
 - Text Box: along with the option's Template Selection being set to None, this will allow the customer to modify the quantity of selected option items via a +/- adjuster; when used on a 2-liter bottled beverage product, for example, a Flavor option could employ the Text Box quantity editor so the customer can add multiple beverage flavors in various quantities at a single time.
- Display Price Style: determines whether an option's priced option items display their default prices or their prices relative to the currently-selected option item (required Onosys development for use).
- Min Qty/Max Qty: the number of option items that a customer must select from the option; largely depends on the option's Template Selection.
 - Radio and Dropdown must have min 1/max 1 settings (so that the customer is required to select 1 and only 1 option item).
 - Checkbox is not required to have a specific min or max.
- Option Items: where an option item(s) can be added to an option so they display to customers.



Option Items

An option item is an answer to a question that a customer must address (e.g. Small, Medium, and Large are answers to a product's "what size?" question/option) before they can add a selected product to their cart.

- **Name:** the menu element's name in the Onosys admin; for option items, this is typically structured as '[Name of product that the option is associated with] – [Option name] – [Option item name]'. This is not the name that customers will see on the ordering site.
- **Localized Text:** for option items, only Title and Calories are typically used.
- **Active:** whether or not a menu element displays to customers on the menu.
- **Default Price:** the price assigned to the option item.
 - Depending on how the product is built, pricing will be added at either the product level or at the option item level. A pizza (where base price depends on the size option item that the customer selects) is a good example of a product that is priced on its option items.
- **Tax Bucket:** unless an option item should be taxed differently than the product that it modifies, this field can be set as "(Inherited)" so that the same tax rate is applied to any price on the option item.
- **Price Per Top Tier 1/2/3/4 Override:** for products that use toppings as modifiers, these fields will be used to define the toppings' prices.
 - More information on Toppings, Topping Groups, and Topping Sets is forthcoming.
- **Sub Options tab:** additional options ("nested options") can be added to an option item.
 - Example: on a BLT Sub product, the customer is presented with a Size option and 6" or 12" as their option items. The customer can also add extra meat to their sub, but the price of the Extra Meat option item is different between the 6" and 12" subs. Therefore, different nested options and their option items would be added to the 6" and 12" option items to reflect the different prices.

Categories

A category is a group of products that is presented to customers.

- **Name:** the menu element's name in the Onosys admin; for categories, this is typically a simple name with no prefix (e.g. Pizzas, Salads, Beverages). This is not the name that customers will see on the ordering site.
 - If the category is included in a category group, its name can be structured as '[Category group name] – [Category name]'.
- **Localized Text:** for categories, Title is used. Depending on the ordering site's UI, some clients also include Description and/or Image.
- **Active:** whether or not a menu element displays to customers on the menu.
- **Menu Type:** the version of the client's menu on which this category will appear (ToGo or Catering).
- **Category Group:** if the category should be listed as part of a category group, select the appropriate group here.
- **Availability:** the times and/or days at which a category can be ordered from (e.g. lunchtime specials should only be available to order between 11am-3pm, Monday-Friday). If no timeframe is applied, then the category will be available to order at any valid fulfillment time.
- **Products collection:** the area where you can define which products make up a category.



Category Groups

A category group is an optional way to display collections of categories.

- Name: the menu element's name in the Onosys admin; for category groups, this is typically a simple name with no prefix (e.g. Pizzas, Salads, Beverages). This is not the name that customers will see on the ordering site.
- Localized Text: for category groups, Title is used. Depending on the ordering site's UI, some clients also include Description and/or Image.
- Active: whether or not a menu element displays to customers on the menu.

Toppings

A topping is a product modifier that can be associated with multiple price points (e.g. adding a topping to a small pizza is less expensive than adding it to a medium pizza) and versions (e.g. adding a topping to half of a pizza, doubling a topping).

- Name: the menu element's name in the Onosys admin; for toppings, this generally includes the topping's name and type (e.g. Veggies – Green Peppers or Meat – Pepperoni). This is not the name that customers will see on the ordering site.
- Localized Text: for toppings, apply a value in the Title field.
- Active: whether or not a menu element displays to customers on the menu.
- Topping Type (OBSOLETE): this setting is no longer used in Onosys system logic. We used to rely on this field to display toppings in different lists, but this can now be managed by creating multiple topping groups within a topping set.
- Tier: this field determines which price point is assigned to a topping. Onosys supports 4 different levels ("tiers") of topping pricing. The actual prices that correspond with each tier are entered on products and/or option items, not on the actual toppings.

▼ Topping Info

Name

Tags String

▶ Localized Text

Active
 Out Of Stock
 Upsell

Template Selection

Topping Type

Tier

Tax Bucket

Topping Groups

A topping group is a collection of similar toppings; most commonly, we'll see toppings broken into groups like Veggies, Proteins, and Cheeses & More.

- Name: the menu element's name in the Onosys admin; for topping groups, this generally includes the items on which this group is used and the type of toppings that it includes (e.g. All Pizzas – Veggies or BBQ Chicken Pizza – Meats).
- Localized Text: for topping groups, apply a value in the Title field.
- Active: whether or not a menu element displays to customers on the menu.
- Toppings: select the toppings that should be included in this group.

Topping Sets

A topping set is a collection of topping groups. A product can have one topping set assigned to it.

- Name: the menu element's name in the Onosys admin; for topping sets, this generally includes the items on which this set is used (e.g. Pizzas – Veggie Pizza or Subs – All Varieties).
- Localized Text: for topping sets, apply a value in the Title field.
- Active: whether or not a menu element displays to customers on the menu.
- Template Selection: the style in which the set's toppings will appear on the menu. For example...
 - List: a single list where one topping group appears right after the other.



- Accordion: each topping group is collapsed by default, then expands to display its toppings when it is selected.
- Tabbed: each included topping group is displayed on a separate tab.
- Topping Pricing Configuration: the rules that should govern your topping set's price calculation logic.**
 - **TOPPING PRICING: certain admin users have access to the Topping Pricing section in the admin's left side navigation (where they can create an entry for the Topping Pricing Configuration dropdown). Most notably, this entry is where a user can determine how half topping prices should be calculated.
- Topping Groups: select the topping groups that should be included in this set.